

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: MAST International  
 Region/Locality: New River Valley  
 Period: July, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
(10)T/C & mtg w/Lt. Bradbury ref status	Blacksburg			0.5	Discuss pending issues
(11)Mtg. W/Lt. Bradbury ref. Regional mtg.	Blacksburg			0.5	Updated on issues from mtg/status
(14)Prepare for continuity testing w/Triton PCS	Blacksburg			0.5	Print test documentation forms T/c Bob Layman/Trito
<b>Phase II</b>					
<b>(3)Mtg. W/Lt. Bradbury ref Phase II request</b>	<b>Blacksburg</b>			<b>0.25</b>	<b>Phase II request letter format reviewed</b>
(10)Coordinate emergency contact info for Ntelos	Christiansburg			1	Numbers/Passwords for info from Bob Layman/Ntelo
(15)Review/answer PSAP questions ref. True-up	Christiansburg			0.5	Martha Cox/PSAP preparation of true-up
(15)Mtg. W/Martha Cox review true-up FY2003	Christiansburg			4.25	Info verified and forms processed for true-up
<b>Phase II</b>					
<b>(3)Coordinate Phase II requests for WSPs</b>	<b>Christiansburg</b>			<b>0.25</b>	
(10)Advise Maj. Turner of status of ALI display	Montgomery			0.5	Verison/Tom Williams to have tech fix
(10)Mtg. W/Maj. Turner for status review	Montgomery			1	Reviewed status/upgrade of voice recording equipment
(14)Prepare for continuity testing w/Triton PCS	Montgomery			0.5	Print test documentation forms T/c Bob Layman/Trito
(15)Coordinate FY2003 true-up	Montgomery			1.5	Mtg. Rhonda Rash Finance Dept. to review documents
<b>Phase II</b>					
<b>(3)Deliver Phase II request letters</b>	<b>Montgomery</b>			<b>0.25</b>	<b>Del. To Maj. Turner for review/signatures</b>
(8)Follow-up letters to adjoining jurisdictions	Pulaski			0.25	Lt. Surber sending letters for tower info
(10)Status mtg. W/Sheriff Davis	Pulaski			0.25	Advised Sheriff of progress
<b>Phase II</b>					
<b>(3)Coordinate Phase II requests for WSPs</b>	<b>Pulaski</b>			<b>0.25</b>	
(10)Mtg. W/Chief Terry to discuss status	Radford			0.25	Updated Chief on current deployment status
(15)Coordinate FY true-up process efforts	Radford			0.5	Cmdr. Shomody/Charlie Harris completing forms
(8)Review/correct cell tower info from WSPs	Region			0.5	
(8)Coordinate w/NRV & adjoining area PSAPs	Region			0.5	Tower info cell routings
(10)Review CMRS reports for updates	Region			1.75	Updates/corrections added to PSAP binders
(13)Final review of Section 1	Region			0.25	Training manual
<b>Phase II Region</b>	<b>Region</b>				
<b>(1)Review final draft of mapping RFP</b>	<b>Region</b>			<b>1</b>	<b>To be presented at 7/17 mtg.</b>
<b>(1)File critical faactor responses from PSAPs</b>	<b>Region</b>			<b>1</b>	
<b>(2)Coordinate EMG contact numbers for PSAPs</b>	<b>Region</b>			<b>0.25</b>	<b>Clark Brule/Ntelos</b>
<b>(2)Draft new master contact list WSPs/LEC/CAD</b>	<b>Region</b>			<b>3</b>	<b>Info prepared and sent to PSAPs</b>


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Completed Tasks					
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Issues of Importance		
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Issue	Actions Proposed to Resolve Issue	Comments

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